

Title: Immigration Attorney

House: 40+ hours

Reports to: Executive Director

Orange County Communities Organized for Responsible Development (OCCORD), a non-profit agency, has a full time job opening for a qualified Immigration Attorney. We serve low-income and working class populations, predominantly communities of color in the areas of citizenship and immigrants' rights. We complement our direct services with community education, technical assistance and policy advocacy.

Position Summary: To provide immigration legal services, supervise staff, provide technical support, education and outreach.

Duties and Responsibilities

- Provide direct immigration legal services to low-income residents with immigration applications for benefits including: U visa, T visa, VAWA self-petition, asylum, DACA, naturalization and other citizenship matters, and deportation defense
- Research and analyze law sources such as statutes, legal articles, and legal codes
- Prepare legal documents such as memos, briefs, and motions
- Provide legal representation in immigration matters before U.S. Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement (ICE), Immigration Court, and the Board of Immigration Appeals/EOIR
- Provide competent legal advice to immigrants regarding their own immigration status and the status and rights of family members for whom they may petition
- Ensure effective and efficient operation of the Citizenship program
- Communicate with USCIS on behalf of clients on procedural matters including requests for evidence, continuances, interviews, denials and other related correspondence
- Advocate for and represent clients in adjudications before USCIS
- Participate in monthly Citizenship Fairs and bi-monthly Citizenship Clinics
- Support & Supervise DHS/DOJ accredited and non-accredited Citizenship/Immigration staff of four
- Train and supervise volunteer attorneys and law students assisting with immigration matters
- Participate in community outreach events and educational presentations
- Maintain and establish relationships with community partners and citizenship and immigration service providers
- Liaise with legal partners
- Other duties as assigned

Knowledge, Skills, & Abilities Required

- Licensed and active membership in the California State Bar
- Bilingual in Spanish (will be tested at interview)
- Two to three years of legal experience in U. S. immigration law and procedures, including legal research and case preparation, and client representation before USCIS & EOIR
- Proven commitment to serving low-income populations and marginalized communities
- Experience with establishing and managing multiple-revenue source budget (i.e. fee for service; grant/contract management)
- Ability to create and maintain organizational and work flow infrastructure
- Ability to relate to and communicate with a broad range of clients and colleagues
- Excellent written and oral communication skills
- Willing to work on weekends and evenings
- Commitment to the mission & vision of OCCORD
- Must own transportation with a valid CA Driver License & Insurance

Salary: Salary range is \$50,000 - \$60,000. Benefits include medical, vision and dental insurance, and paid leave.

To Apply: Please send resume, cover letter, writing sample, and list of three references to the attention of the Executive Director, OCCORD at jobs@occord.org or snail mail to : 13252 Garden Grove Blvd., Suite 204, Garden Grove, CA 92843. No calls please.

In your cover letter, please address the following in order for your application to be considered. OCCORD's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. ***How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?*** Feel free to think broadly about this question, applying various aspects of your life and personal experiences.

OCCORD is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants without regard to race, religion, color, sex or gender, sexual orientation, national origin, age, or any other basis protected by law.